OLYMPUS®

VOICE RECORDER

NOTE CORDER DP-311

INSTRUCTIONS

BC EN

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EN Introduction

Thank you for purchasing an Olympus Digital Voice Recorder. Please read these instructions for information about using the product correctly and safely. Keep the instructions handy for future reference. To ensure successful recording, we recommend that you test the record function and volume before use.

- The contents of this document are subject to change without notice. Contact our Customer Support Center for the latest information relating to product names and model numbers.
- Illustrations of the screen and the recorder shown in this manual may differ from the actual product. The utmost care has been taken to ensure the integrity of this document but should you happen to find a questionable item, error or omission, please contact our Customer Support Center.
- Olympus does not accept any liability for passive damages or damage of any kind incurred due to data loss resulting from a defect of the product, repair performed by a third party other than Olympus or an Olympus authorized service station, or for any other reason.
- MPEG Layer-3 audio coding technology is licensed from Fraunhofer IIS and Thomson.
- SD and SDHC are registered trademarks of SD Card Association.

Safe and proper usage

General precautions:

- Do not leave the recorder in hot, humid locations such as inside a closed automobile under direct sunlight or on the beach in the summer.
- Do not store the recorder in places exposed to excessive moisture or dust.
- Do not use organic solvents such as alcohol and lacquer thinner to clean the unit.
- Do not place the recorder on top of or near electric appliances such as TVs or refrigerators.
- Avoid recording or playing back near cellular phones or other wireless equipment, as they may cause interference and noise. If you experience noise, move to another place, or move the recorder further away from such equipment.
- Avoid sand or dirt. These can cause irreparable damage.
- Avoid strong vibrations or shocks.
- Do not disassemble, repair or modify the unit yourself.
- Do not operate the unit while operating a vehicle (such as a bicycle, motorcycle, or car).
- Keep the unit out of the reach of children.
- Do not insert a card other than SD or SDHC card into the recorder.
  If you accidentally insert such a card, do not try to forcibly remove it but contact our repair center or service station.

Warning regarding data loss:

- Recorded contents in the memory may be corrupted or erased due to reasons such as operating errors, unit malfunction, or during repair work. Also, when contents are saved in the memory for long periods of time or are used repeatedly, operations such as writing to, reading from, or deletion of contents may not be possible.
- It is recommended to back up and save important contents to other media such as a computer hard disk.
- Olympus does not accept any liability for passive damages or damage of any kind incurred due to corruption or loss of recorded content, regardless of nature or cause.

Batteries:

⚠ **Danger:**

- Batteries should never be exposed to flame, heat, short-circuited or disassembled.
- Never store batteries where they will be exposed to direct sunlight, or subjected to high temperatures in a hot vehicle, near a heat source, etc.

⚠ **Warning:**

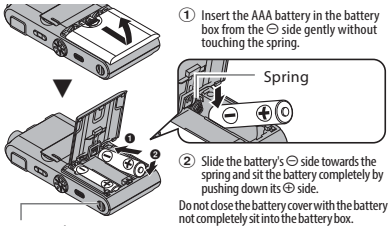
- Do not solder lead wires or terminals directly onto a battery or modify it.
- Do not connect the ⊕ and ⊖ terminals together. This may cause fire, overheating or electric shock.
- When carrying or storing the batteries, be sure to put them in the provided case to protect their terminals. Do not carry or store the batteries with any metal objects (such as key rings).
  If this warning is not followed, fire, overheating or electric shock may occur.
- Do not insert the batteries with their ⊕ and ⊖ terminals reversed.
- If any liquid from a battery gets into your eyes, promptly wash it off with clean water and consult your doctor at once.
- Do not attempt to recharge alkaline, lithium or any other non-rechargeable batteries.
- Never use any batteries with a torn or cracked outer cover.
- Keep batteries out of the reach of children.
- If you notice anything unusual when using this product such as abnormal noise, heat, smoke, or a burning odor:
  1 remove the batteries immediately while being careful not to burn yourself, and;
  2 call your dealer or local Olympus representative for service.
- Do not expose the batteries to water. Do not allow water to contact the terminals.
- Do not remove or damage the batteries insulating sheet.
- Do not use the batteries if you find something wrong with them such as leakage, color change or deformity.
- Unplug the charger if the charging is still incomplete after the specified time it should take.
- Should any batteries liquid get on skin or clothing, promptly wash it off with clean water.
- Keep batteries away from fire.

⚠ **Caution:**

- Do not subject batteries to strong shocks.
- When using rechargeable batteries that have not been used for a while, be sure to recharge them before use.
- Rechargeable batteries have a limited lifetime. When the operating time becomes shorter even if the rechargeable battery is fully charged under the specified condition, replace it with a new one.

Getting started

1 Insert batteries.



① Insert the AAA battery in the battery box from the ⊖ side gently without touching the spring.

② Slide the battery's ⊖ side towards the spring and sit the battery completely by pushing down its ⊕ side.

Do not close the battery cover with the battery not completely sit into the battery box.

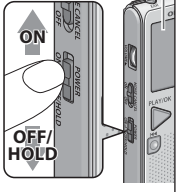
• A strap is not supplied with this product.

Battery indicator:
If [▮] is displayed on the screen, replace batteries as soon as possible. If the battery level becomes too low, [▯] and [**Battery low**] are displayed and then the recorder automatically turns off.

2 Turn on the power.

Slide the **POWER** switch to **ON**.

Be sure to remove the protective film on the display before using this product.



To turn off the power:
While the recorder is in the stop mode, slide the **POWER** switch to **OFF/HOLD**.

Power save mode

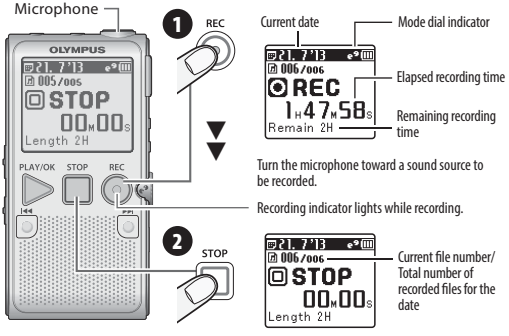
If no operations are performed for more than 10 minutes when the power is on, the display automatically turns off and the recorder enters the power save mode. To exit the power save mode, press any button.

HOLD

If sliding the **POWER** switch to **OFF/HOLD** while the recorder is in operation, all buttons and switches are disabled without interrupting the current operations.

• The [**Set time & date**] screen appears when you use the recorder for the first time or when the recorder is turned on after more than 30 minutes without power supply.
☞ For details, refer to "**Setting time and date**".

Recording



● To pause recording, press the **REC** (●) button while recording. To resume the recording, press the **REC** (●) button again.

• The recorder cannot record if [**Memory full**] or [**Reached maximum number of files**] is displayed. Delete unnecessary files to free up some space in memory.
• When the available recording time becomes less than 60 seconds, the recording indicator starts flashing. The indicator flashes faster if the available time decreases to 30 seconds and to 10 seconds.
• An external microphone or other device can be connected and audio can be recorded.

Changing the recording mode

Turn the mode dial to your preference

Mode dial	Recording mode	Microphone sensitivity	Usage
	HQ	High	Suitable for Conversation recording
♫	HQ	Low	Suitable for loud sounds
	SP	Low	Suitable for Dictation recording

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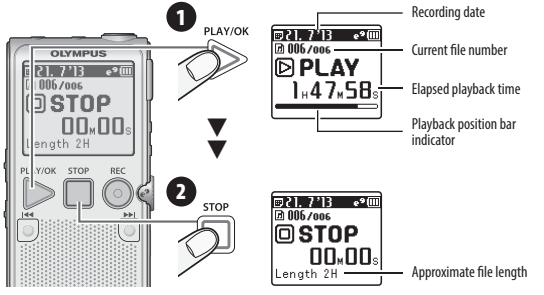
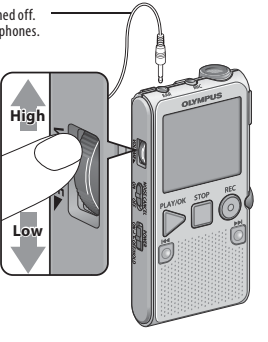
Playback



- To fast-forward or rewind a file, press and hold I◀◀ or ▶▶I button while playing back a file.
- To skip to the next file or previous file, press I◀◀ or ▶▶I button.
- Fast-forwarding or rewinding continues to the next file.

When an earphone is connected, the speaker is turned off. The sound output will be monaural when using earphones.

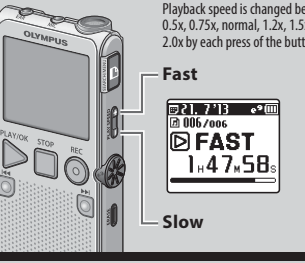


Volume

To avoid irritation to the ear, turn down the volume before inserting the earphones. Do not raise the volume too high when using earphones. It may cause hearing impairment and a decrease in hearing ability.

- Earphones are not supplied with this product.

Changing the playback speed



Playback speed is changed between 0.5x, 0.75x, normal, 1.2x, 1.5x, and 2.0x by each press of the buttons.

Noise cancel

On

Noise is reduced when played back to achieve better sound quality.

Noise Cancel indicator

Off

The file is played back as it was recorded.

- When the **NOISE CANCEL** switch is set to **ON**, playback speed returns to normal.

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Calendar

Press the **SEARCH/MENU** button to switch to calendar display.

ⓐ Selection cursor

ⓑ Voice memos have been registered to days displaying this symbol.

ⓒ Recording files have been registered to days displaying this symbol.

ⓓ Today's date (highlighted)

ⓔ This icon will be selectable if the files saved in the [**Import**] folder of the SD card (sold separately) are playable.

☞ For details, refer to "**Memory**".

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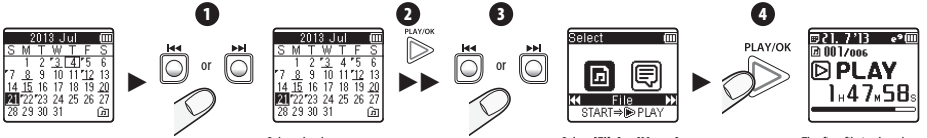
File search and playback

Search for files by the date they were recorded or scheduled.



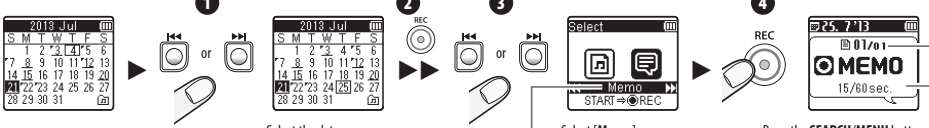
Select the date.

Select [**File**] or [**Memo**].

The first file is played back.

Create a new schedule using voice memo

Start recording after selecting the date.



Select the date.

Select [**Memo**].

If you select [**File**], the file will be attached to the date in which it was recorded.

Press the **SEARCH/MENU** button to go back to the calendar screen.

ⓐ Current memo number/Total number of memos for the date

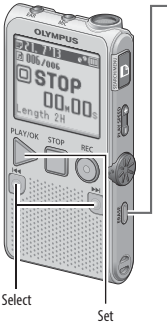
ⓑ Elapsed recording time/ Remaining recording time

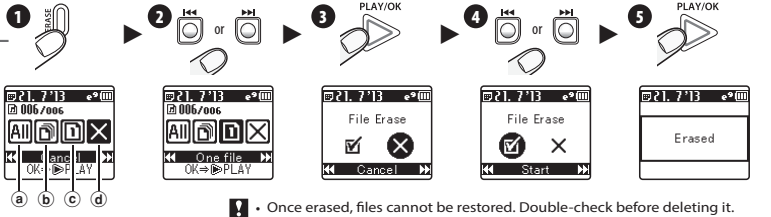
- Up to 10 voice memos per day of a maximum of 1 minute each can be recorded.
- Voice memos are managed in internal memory.

Erase

The recorder has different ways to erase files. The menu displayed varies depending on the type of the file to be erased. Select the file you want to erase beforehand.

Example: Erasing an audio file





ⓐ Erase all files

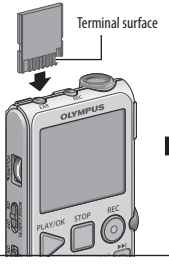
ⓑ Erase all files which were recorded on the selected date

ⓒ Erase the selected file only

ⓓ Cancel
If [**Cancel**] is selected and the **PLAY/OK** (▷) button is pressed, the recorder returns to the stop mode.

- Once erased, files cannot be restored. Double-check before deleting it.
- If no operations are performed for 8 seconds, the recorder returns to the stop mode.
- It may take more than 10 seconds to complete the process. Do not remove the batteries while processing, as this may result in corrupted data. Check the battery level beforehand to ensure that the batteries do not run out while processing.
- When [**All**] is performed, the erased files are no longer accessible, but the data inside the memory and SD card are not deleted completely. When disposing of the recorder, be sure to destroy the recorder, record silence after performing [**All**], or perform a similar operation in order to prevent the leakage of personal information.

Memory



The SD card allows you to store more files.

Switch to SD card

If you have any recorded data in the internal memory and when you insert a SD card, data transfer screen will be automatically shown. Operate according to the instructions on screen. When you finish transferring the data to the SD card, you may start using with the SD card.

Playing external files

The [**Import**] folder will be created automatically when you insert the SD card. Copy the MP3 files from computers or other external devices into the [**Import**] folder. After selecting ♫ in the calendar, external files can be played back by pressing the **PLAY/OK** (▷) button.

About MP3 files

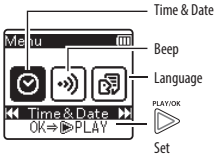
- Variable bit rate MP3 files may not be played back properly.
- Even if the file format is compatible for playback on this recorder, the recorder does not support every encoder.

- Inserting the SD card in the wrong way or at an angle could damage the contact area or cause the SD card to jam.
- If the SD card is not inserted all the way, data may not be recorded on the SD card.
- Quickly moving your finger away after pushing the SD card inward may cause it to eject forcefully out of the slot.
- Even with the SD card inserted, voice memos will be saved to internal memory.
- An SD card is not supplied with this product.

Menu settings

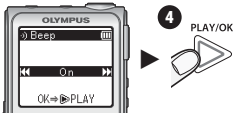
1 **Press SEARCH/ MENU for more than 1 second.**

2 **Press ◀◀ or ▶▶ to highlight the item you want to set, then press PLAY/OK (▷).**



Turning the beep On/Off

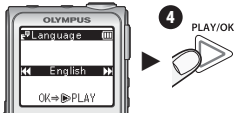
3 Use the ◀◀ and ▶▶ buttons to turn the operating sound On/Off.



Changing the display language

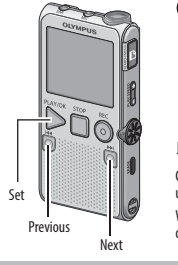
3 Use the ◀◀ and ▶▶ buttons to select the display language.

- Čeština
- Dansk
- Deutsch
- English
- Español
- Français
- Italiano
- Nederlands
- Polski
- Русский
- Svenska
- 简体中文
- 繁體中文

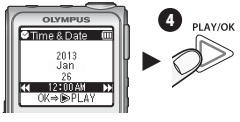


Setting time and date

In order to manage the files conveniently, it is recommended to set the time and date.



3 Use the ◀◀ and ▶▶ buttons to change the values.



The clock will start from the set date and time. Press the **PLAY/OK** (▷) button according to the time signal.

Check the time and date settings before using the product again if it is left unused for long periods of time.

When the recorder is in stop mode, press and hold the **STOP** (□) button to display the [**Time & Date**] and [**Remain**].

EN

Troubleshooting

Q1: The power cannot be turned on.
A1: • Batteries are exhausted.
• Batteries are inserted incorrectly. Check ⊕ and ⊖ before inserting new batteries.
• Terminals are soiled. Clean them with a dry cloth.

Q2: Nothing happens when a button is pressed.
A2: • The **POWER** switch is set to **OFF/HOLD** position. Slide the **POWER** switch to the **ON** position.

Q3: The sound is quiet or there is no sound from the speaker during playback.
A3: The earphone plug is plugged into the recorder. The volume is set to the low level.

Q4: Recording is not possible.
A4: By pressing the **REC** (●) button:
• Check if the display shows [**Memory full**].
• Check if the display shows [**Reached maximum number of files**]. Delete unnecessary files before recording. A maximum of 999 files can be recorded in a day.

Q5: The playback speed is too fast (slow).
A5: The recorder is set to fast (slow) Playback. Use the **PLAY SPEED** button to set to normal playback.

Specifications

Recording medium:
Built-in memory: 2GB
SD card: 512 MB to 32 GB
Overall frequency:
: 70 to 11,000 Hz
: 70 to 3,800 Hz
Guide to recording times (Internal memory):
: Approx. 62 h.
: Approx. 166 h.
Microphone:
Electret Condenser Microphone (monaural)
Speaker:
Built-in ø 36 mm round dynamic speaker
Maximum power:
200 mW
Maximum headphone output:
≦ 150 mV (according to EN 50332-2)
MIC jack (monaural):
ø 3.5 mm mini-jack, impedance 2 kΩ
EAR jack (monaural):
ø 3.5 mm diameter, impedance 8 Ω or more
Power supply:
2 x AAA alkaline batteries (Manganese batteries cannot be used in this recorder)
Guide to alkaline battery life:
During recording mode
: Approx. 60 h.
: Approx. 81 h.
During playback mode (Built-in speakers)
: Approx. 23 h.
: Approx. 24 h.
During playback mode (Earphone)
: Approx. 57 h.
: Approx. 62 h.
Dimensions:
105.5 (L) mm x 53 (W) mm x 19.7 (T) mm (without protrusions)
Weight:
96 g (including battery)
Operating temperature:
0°C - 42°C

- Battery life is measured by Olympus. It varies greatly according to the type of batteries used and the conditions of use.
- Your recorded contents are for your personal use or pleasure only. It is prohibited to record copyrighted material without permission of the copyright holders according to copyright law.
- Specifications and design are subject to change without notice for improvement of performance.

The "CE" mark indicates that this product complies with the European requirements for safety, health, environment and customer protection.

This symbol [crossed-out wheeled bin WEEE Annex IV] indicates separate collection of waste electrical and electronic equipment in the EU countries. Please do not throw the equipment into the domestic refuse. Please use the return and collection systems available in your country for the disposal of this product.
Applicable Product: DP-311

This symbol [crossed-out wheeled bin Directive 2006/66/EC Annex II] indicates separate collection of waste batteries in the EU countries. Please do not throw the batteries into the domestic refuse. Please use the return and collection systems available in your country for the disposal of the waste batteries.

For customers in North and South America

USA RFI:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Canadian RFI:

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the Radio Interference Regulations of the Canadian Department of Communications.
Cet appareil numérique ne dépasse pas les limites de Catégorie B pour les émissions de bruit radio émanant d'appareils numériques, tel que prévu dans les Règlements sur l'Interférence Radio du Département Canadien des Communications.

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